



## Creative Brief for Flitwick Living History Project

### Arts/Education Lead Practitioner

Flitwick Town Council Trail 1934 - 2025	
Background	<p>Flitwick Living History Project is dedicated to bringing the history of Flitwick to Life through a website and interactive exhibitions. Volunteers have been recruited to record memories, digitise photographs and search local archives for documents.</p> <p>The Flitwick Town Council has been awarded a grant from BCLF to produce a Town Trail based on the retail and businesses in the town from 1934 – 2025.</p> <p>The project has been funded by BCLF through the UKSPF Cultural Fund</p>
Objectives	<p>To create a Town Trail based on the businesses and shops through in the town from 1934- 2025. The map will be formed by matching historical locations, noting the changes and photographing the current site. Photographs from different decades will be sourced from the community.</p> <p>The children will create their own interpretation of a Town Trail through drawing, using IT, copies of photos. Each child's trail will be framed and an exhibition mounted for public viewing. The children will 'walk' the high street to note the changes. The graphic designer will scan each child's map so they can have a copy.</p> <p>This project will bring together original and new residents by recording memories sharing photos and through the children creating the retail map, families will be able to walk round the Town listening to those stories via a QR code. Visitors to the Town will be able to pick up the map at the Train station and use it as a 'way finding' tool.</p> <p>A graphic designer will use elements of the children's work to create a digital map that can be used by the community for walks and to celebrate Heritage Open Days. The current 'shops' will be asked to display QR codes that tell the history of their premises.</p>
Target Audience	<p>School children and families</p> <p>Older people, the Community and visitors to the Town</p>
Key Message	<p>The project sits within the school curriculum at Keystage 1, understanding the local area and the differences in different eras. The project will engage children in their town and its history in a creative and exciting way.</p>
Your skills	<p>FTC require an arts education practitioner who can work collaboratively with the project team and volunteers. You will be required to create a programme of workshops over 10 days delivery in school, 5 days preparation time is included in the fee. You will be able to demonstrate how maps work and the placing of 'sites of interest'. You may use anecdotes from the memories of the community to make the map more interactive. You will be able to give examples of working in with Keystage 1 children.</p>

Submission	Please provide an outline of how you would meet the brief. Explain how you will engage and enthuse the children. A project plan for the sessions in school, with outcomes for each session. It is anticipated that the sessions will be a maximum of 2 hours contact time ideally between break and lunch. Please indicate the materials you will use, mixed media etc
Images	Please provide examples of previous projects that demonstrate engagement, examples of creative work
Legal	You will hold a current DBS check Provide public liability insurance You will be responsible for all HMRC and National Insurance payments on the fee
Time frame	Submission deadline: 15 <sup>th</sup> June 2025 Panel decision 30 <sup>th</sup> June 2025 You may be contacted for more information on your submission during this period. Anticipated start date in schools' 8 <sup>th</sup> September 2025, we anticipate preparation days to be in first week of September, meeting with staff. Programme to run in schools to half term. Days and times will be confirmed at the meeting with the school staff You will be required to set up the launch exhibition (venue tbc) and attend the launch.
Fee	£3750.00 including all travel costs, 5 days prep and 10 days delivery. There is a budget for materials

For any questions or clarification please contact Sue Quinn

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